

## **1131 - REVENUE SUPERVISOR**

### **NATURE OF WORK**

Professional accounting and advanced supervisory work in coordinating the activities of the Revenue Division of the City's Finance Department, and in performing advanced accounting work, requiring a high degree of professional skill and experience.

An employee in this position is responsible for directing and supervising the maintenance of accounts, and controls all funds received by the City, and for the preparation of such financial data as may be required for effective management of these fiscal affairs. Work requires the exercise of considerable independent judgement and use of acquired knowledge and skills in the performance of the broad accounting functions required.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Plans, assigns and supervises the work of subordinate employees in recording accounting transactions to accounts receivable including false alarm billing, fire and rescue entries, special assessment billings, liens, utility billing and collections, and a cashiering function.

Maintains and reconciles or supervises subordinate employees maintaining and reconciling journals, ledgers, and other records.

Prepares and reviews periodic financial and statistical statements, reports, and tabulations of all related accounts kept of financial transactions of the City.

Serves as back-up to payroll, pension work and report writer activities.

Serves as a trustee of the pension trust fund.

Confers with superiors on matters relating to fiscal, administrative and budgetary policy.

Evaluates the job performance of subordinate employees.

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations.

Considerable knowledge of the laws, rules and regulations controlling budgetary, fiscal record keeping and contract procedures of the City government.

Considerable knowledge of accounting procedures and equipment and the principles and practices of office management.

Skill in the use of personal computers.

Ability to prepare complete and accurate accounting reports and statements of considerable complexity, in a timely manner.

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Ability to supervise and coordinate the work of an accounting staff in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with other employees and public officials.

Ability to keep complex records, to assemble and organize data, and to prepare reports from such records.

Ability to express oneself clearly and concisely, both verbally and in writing.

Ability to analyze and evaluate accounting problems and to develop pertinent accounting, operating procedures and related data.

### **MINIMUM REQUIREMENTS**

Bachelor's degree from an accredited college or university with a major in accounting, finance or business plus five years of full-time paid accounting experience in a computer based municipal setting. PC and spreadsheet experience required. Experience can substitute for education on a year- for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from and reviewed by the Assistant Finance Director; work is performed with little direct supervision and with some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives.

### **SUPERVISION EXERCISED**

Supervision is exercised over subordinate professional and clerical personnel through preliminary review of reports for adherence to established accounting principles, practices and procedures.

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